

# POLICY

<b>Approved by:</b> Rebecca R. Hunter, Commissioner	<b>Policy Number:</b> 12-059 (Rev. 02/18)
<b>Signature:</b> <i>Rebecca R. Hunter</i>	<b>Supersedes:</b> 11-002; 89-023
<b>Application:</b> Executive Branch Agencies, Human Resources and Budget Officers	<b>Effective Date:</b> October 3, 2012
<b>Authority:</b> T.C.A. § 4-3-1703, T.C.A. § 8-30-104, T.C.A. § 8-30-309; T.C.A. § 8-50-401	<b>Rule:</b> Chapter 1120-02

**Subject:**

## Temporary Service Contract Employees

An appointing authority may, with the approval of the Commissioner of Human Resources, temporarily fill an existing preferred service position, for a period not to exceed ninety (90) days, by utilizing a temporary staffing service having a contract with the State to provide short-term temporaries. The Central Procurement Office within the Department of General Services manages this contract.

Agencies must complete and enter into Edison an agency purchase requisition that includes a clear justification of the agency's need to employ a temporary service contract employee. The Department will evaluate the request and either approve or deny the requisition in Edison. If a request is denied, the Department will include a reason for the denial in the comments section of the purchase requisition. If approved, the purchase requisition will be ready for the requesting agency to convert to a purchase order and dispatch to the state vendor for fulfillment.

When an agency uses a temporary service contract for the same agency work in excess of the ninety (90) day maximum, the agency must include a statement in their requisition justification explaining the extended use of the temporary service contract as opposed to hiring a full-time employee or utilizing a 120 day appointment.

When such an extension is granted, the Department shall send the following notification to the agency:

The purpose of the temporary service contract is to provide short-term assistance in the completion of a specific project or to fill-in when there is short-term gap in the agency's workforce. However, when a temporary service contract is extended, the agency must consider long-term solutions, such as appointing a full-time, part-time or 120 day employee.

Questions regarding this policy may be directed to the Division of HR Operations.